

Advertisement and Award Manual

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August 1998



Washington State Department of Transportation

Advertisement and Award Manual

August 1998



Washington State Department of Transportation

Contract Ad and Award



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Foreword

This Advertisement and Award Manual has been prepared as a guide for region and Olympia Service Center personnel. It provides rules and procedures for advertising, awarding, executing, and documenting contracts for state transportation construction projects and state advertised Local Agency road construction projects.

The manual is intended to provide uniform procedures and standardized forms used for projects advertised either by the region or the Olympia Service Center.

Emergency projects as defined in RCW 47.28.170 may be excepted from the procedures in this manual. Procedures for those emergency projects are covered in M 4010.00 "Emergency Manual."

Updating the manual is a continuing process and revisions are issued periodically. Questions, observations, and recommendations are invited. The next page is provided to encourage comments and assure their prompt delivery. Use copies of it to transmit comments and attachments, such as marked copies of manual pages. For clarification of the contents of the manual, contact the Olympia Service Center Contract Advertisement and Award section.

John F. Conrad
Assistant Secretary for Field Operations

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P:DP/A&A

A. General

Advertisement, Award, and Execution are the legal steps required to contract transportation construction projects. Specific documents are required for performing each step and specific documentation of the activities during each step and specific documentation of the activities during each step is also required.

The various responsible organizational units assemble the required documents for each step in the contracting process and also document the activities of the process. The requirements and documentation of each step of the process are identified in this manual.

B. Supersession

WSDOT Instructional Letter IL 27-02, “Ad and Award for Highway Construction Projects,” June 15, 1998.

C. References

1. **Federal Aid Policy Guide (FAPG)**, Volume 6, Chapters 1, 3, and 4.
2. **RCW 47.28.030**, Contracts — State Forces — Monetary Limits — Small Business, Minority and Women Contractors — Rules
3. **RCW 47.28.050**, Call for Bids
4. **WAC 468-14-010**, Small Business and Minority Contractors
5. WSDOT Directive **D 01-01**, “Delegation of Authority”
6. WSDOT Manual **M 12-51**, *Highway Construction Program*
7. WSDOT Directive **D 13-33**, “Identification of Eligible Federal Aid Participating Charges”
8. WSDOT Manual **M 22-01**, *Design Manual*
9. WSDOT Manual **M 22-31**, *Plans Preparation Manual*
10. WSDOT Manual **M 22-87**, *Utilities Manual*
11. WSDOT Manual **M 23-50**, *Bridge Design Manual*
12. WSDOT Manual **M 26-01**, *Right of Way Manual*
13. WSDOT Directive **D 27-32**, “Use of Federal Aid Project Numbers”
14. WSDOT Directive **D 36-41**, “Certification Acceptance — State Administration”
15. WSDOT Manual **M 36-63**, *Local Agency Guidelines*
16. WSDOT Manual **M 41-01**, *Construction Manual*
17. WSDOT Manual **M 41-10**, *Standard Specifications for Road, Bridge, and Municipal Construction*

D. Definitions

1. Ad and Award: Advertising and Award of Construction contracts.
2. BASS: Bid Analysis and Statistics System
3. CA: Certification Acceptance
4. CAPS: Contract Administration and Payment System
5. Certification Acceptance: Design approval by the delegated procedure as outline in the *Design Manual*.
6. CCIS: Construction Contract Information System
7. DBE: Disadvantaged Business Enterprise
8. Disadvantaged Business Enterprise: For federally funded projects, a DBE is a business which is at least 51 percent owned and whose management and daily business operations are controlled by one or more minority individuals and/or women. The firm must be certified as such by the Office of Minority and Women Business Enterprises.
9. Region Ad and Award Contract: A contractual agreement with another party to undertake and complete a highway project advertised, awarded, and executed by a region or a local agency project advertised, awarded, and executed, by a region.
10. EBASE: Estimate Bid Analysis Systems (Replaces BASS)
11. ECR: External Civil Rights Branch, a suborganization of the Equal Opportunity Office.
12. Engineer's Contract Estimate: The estimated cost of all work to be bid by the contractor (including sales tax).
13. FA: Federal Aid
14. FAPG: Federal Aid Policy Guide
15. GSP: General Special Provisions
16. Local Agency: City or County
17. MBE: Minority Business Enterprise
18. Minor and/or Standard Projects: These projects generally do not require additional right of way and are environmentally classified as Class II (Categorical Exclusion). Such projects may include routine guardrail installations, impact attenuators, drainage improvements, or channelization work.
19. Minority Business Enterprise: A business which is at least 51 percent owned and whose management and daily business operations are controlled by one or more minority individuals. The firm must be certified as such by the Office of Minority and Women Business Enterprises.
20. Right of Way Certificate: A certificate letter by the region that all right of way actions are complete and the project is ready for advertisement.

21. Small Business Contractor: A corporation, partnership, sole proprietor, or other legal entity formed for the purpose of making a profit, owned and operated independently from all other business, and with 50 or fewer employees.
22. State (or state): Washington State Department of Transportation
23. WBE: Women's Business Enterprise
24. Women's Business Enterprise: A business which is at least 51 percent owned and whose management and daily business operations are controlled by one or more women. The firm must be certified as such by the Office of Minority and Women Business Enterprises.

Rules

A. Decision to Advertise and/or Award at OSC or Region

The regions are authorized to make the decision to use the Olympia Service Center (OSC) or regional staff for the advertisement and award processes. The regions are encouraged to utilize OSC for printing, advertisement, bid opening and award, whenever possible, to maximize the efficient and effective use of resources (Standard Business Practice).

Projects that are good candidates for region ad and award are:

- Projects with a small number of plan sheets and specifications
- Emergent projects
- Projects under \$50,000 (see Rule F2)

B. Standard Specifications, Amendments, GSP, and Standard Forms

The contract will include, by reference, WSDOT Manual M 41-10, *Standard Specifications for Road, Bridge, and Municipal Construction* (*Standard Specifications*). The Amendments will be used and the General Special Provisions (GSP) will be used to the maximum extent possible (see also Rule D following). The forms in Appendix 5 or 6 are to be used for the proposal (RCW 39.30.060, 47.28.070 and 23 CFR 635A).

C. Estimate, Bid Analysis, and Payment

All projects will utilize the Estimate and Bid Analysis System (EBASE); all payments will be made through the Contract Administration and Payment System (CAPS) (Standard Business Practice).

D. Bond Requirements

1. In general, neither a bid deposit nor a contract bond is required for contracts estimated at \$50,000 or less (including sales tax). When these are not required, the requirements of Section 1-02.7, "Bid Deposit," and Section 1-03.4, "Contract Bond," of the *Standard Specifications* are deleted by amending the *Standard Specifications* in the contract provisions.

At the option of the Region Administrator or when special circumstances warrant, a bid deposit and/or a contract bond may be required for contracts estimated at \$50,000 or less (including sales tax). When the Region Administrator or special circumstances warrant a bid deposit and a contract bond, use the forms in Appendix 5 for all federally-funded projects or the forms in Appendix 6 for projects that are state funded only (RCW 47.28.070).

2. When no contract bond is required, the special provisions must state:

“The state may require that progress payments to the Contractor be based on the submittal of paid invoices to substantiate proof that disbursements have been made to laborers, material suppliers, mechanics, and subcontractors from previous partial payments. It is understood that, when requested, until such paid invoices have been submitted, the state will withhold further payment pending receipt of such invoices” (WAC 468-14-050, RCW 39.08, 47.28.030).

E. DBE and M/WBE Goals

Disadvantaged Business Enterprise (DBE) goals (federally-funded projects) or Minority/Women’s Business Enterprise (M/WBE) goals (state-funded projects) are not normally considered on projects with the engineer’s estimate of \$150,000 or less. Contracts with the engineer’s estimate greater than \$150,000 are to be reviewed for possible opportunities to assign goals. The Office of Equal Opportunity’s External Civil Rights Unit must be contacted to coordinate the setting of the DBE and M/WBE goals. For local agency projects, the DBE goals may be set by the TransAid Service Center. The External Civil Rights Unit will review the Disadvantaged Business Enterprise Utilization Certification (DOT Form 272-056A) or the Minority Business Enterprise and Women’s Enterprise Utilization Certification (DOT Form 272-056) against the goals before award of contract (RCW 39.19, 47.28.030).

F. Advertisement, Prequalification, and Specialty Items

For highway or local agency construction projects over \$7,500, the following are required: (RCW 47.28.050, RCW 39.19, WAC 468-16).

1. Publishing the call for bids per the advertising criteria in Appendix 2.
2. Prequalifying of bidders per Section 1-02.1 of M 41-10, *Standard Specifications for Road, Bridges, and Municipal Construction*. If and when the contract estimate is \$50,000 or less, limited prequalification of prospective contract bidders may be conducted using the process below: (RCW 47.28.030).
 - a. Provide prospective bidders with a Contractor Prequalification Questionnaire and Affidavit for Regional Ad and Award Contracts in Appendix 4 (RCW 47.28.070, WAC 468.16).
 - b. The Region Administrator is authorized to approve or disapprove the limited prequalification. Further delegation is authorized (WAC 468.16).
3. When the project has work that is unique to highway construction and is of high value or requires specialized material and/or labor requiring a contractor not normally a prime contractor for a highway project (specialty work), the regions have the option to require prequalified contractors to supplement their prequalifications before a proposal is issued; the supplement must be coordinated with the OSC Contract Ad and Award Office (WAC 468.16).

Rules

G. Solicitation of Written Quotations

State funded projects of \$7,500 or less need not be advertised. When such projects are not advertised, a minimum of three written quotations must be solicited (RCW 47.28.050).

H. Funding Authorization

All projects must have funding authorized before being advertised (Standard Business Practice, 23 CFR 635A).

I. Contract Plan Distribution

Contract plans will be distributed to the appropriate offices per *Standard Specification* 1-02.2 (RCW 47.28.040).

J. Proposal Distribution

Only one copy of the appropriate proposal shall be issued to each prequalified bidder. A proposal package will not be issued if the contractor is not prequalified for the class or classes of work identified in the project notice, unless otherwise approved by OSC Prequalifications. See Appendices 5 and 6 for proposal packages (RCW 47.28.070).

K. Standard Fees

A standard fee, set by the OSC Ad and Award Office, will be charged for contract plans except when requested by appropriate plan centers and other agencies. Contact the OSC Contract Ad and Award Office for the distribution list. A standard fee, set by the OSC Ad and Award Office, will be charged for final geotech reports (RCW 47.28.060).

L. Sealed Bids

Bids must be sealed and submitted on DOT Form 520-009, "Agreement to Furnish Equipment," or DOT Form 272-036, "Proposal" (RCW 47.28.070).

M. Authority to Award Contracts

The Region Administrator and the OSC Construction Engineer are delegated the authority to award contracts including local agency contracts. Further delegation is authorized, WSDOT Directive D 01-01, "Delegation of Authority."

N. Bids Exceeding the Estimate

The following applies for projects where the lowest responsible bid exceeds the engineer's estimate. If the decision is made to reject all bids, the region shall notify the OSC Prequalification Engineer and OSC Accounting (Standard Business Practice).

1. For state highway projects where the lowest responsible bid exceeds the engineer's estimate by 10 percent or \$50,000, whichever is greater, the region shall prepare a letter of justification to award. See attached checklist in Appendix 7.
2. For local agency projects where the lowest responsible bid exceeds the engineer's estimate, approval of the local agency is required to award the contract (RCW 47.28).

Procedures

The purpose of this matrix is to provide a generic listing of the tasks necessary to advertise and award contracts. The responsible unit for each of the tasks is generally dependent upon the type of project funding and whether the contract is awarded by the region or OSC.

Task		Responsible Unit			
		Federal Funding Region Award	State Funding Region Award	Federal Funding OSC Award	State Funding OSC Award
1	Prepare plans, specifications, and estimate.	Region	Region	Region	Region
2	Submit a Right of Way Certificate in compliance with M 26-01, Right of Way Manual, to OSC Real Estate Services Office. If no new right of way is required, and the project summary so indicates, no certification is required.	Region	Region	Region	Region
3	Certify projects with new right of way acquisition according to the Federal Highway Administration (FHWA), per Federal Aid Policy Guide 23CFR Part 635 Section 309, Paragraph (c).	OSC Real Estate Services	N/A	OSC Real Estate Services	N/A
4A	Prepare and submit funding authorization and a Request for Federal Aid Project Approval and Authorization in accordance with M 12-51, Highway Construction Program Manual to OSC Program Management. three weeks prior to advertisement. The submittal indicates the anticipated advertisement date.	Region Program Management	N/A	Region Program Management	N/A
4B	Prepare and submit funding authorization in accordance with M 12-51, Highway Construction Program Manual, to OSC Program Management two weeks prior to advertisement.	N/A	Region	N/A	Region
5	Submit the right of way certification and estimate of cost to FHWA, and notify the region when it has been done.	OSC Program Management	N/A	OSC Program Management	N/A
6A	Secure approval of the Request for Federal Aid Project Approval and Authorization.	OSC Program Management	N/A	OSC Program Management	N/A
6B	Notify region of approved funding authorization.	OSC Program Management	OSC Program Management	OSC Program Management	OSC Program Management

Procedures

Task	Responsible Unit			
	Federal Funding Region Award	State Funding Region Award	Federal Funding OSC Award	State Funding OSC Award
7 Determine the level of acceptable risk concerning outstanding items, including right of way, permits, agreements, etc. Confer with OSC concerning critical outstanding items. A project should not be advertised unless it is reasonable to expect all critical outstanding items will be resolved prior to contract execution. See Appendix 1.	Region	Region	Region	Region
8 Prepare proposal forms per Appendix 5 or 6 (whichever is applicable).	Region	Region	OSC Contract Ad and Award	OSC Contract Ad and Award
9 Submit the preliminary estimate by item, work class breakout, and the final checksheet to OSC Contract Ad and Award. (See also Rule C and Appendix 2.)	Region	Region	Region or OSC Plans	Region or OSC Plans
10 Submit request for advertisement to OSC Contract Ad and Award.	Region	Region	Region	Region
11 Notify region of contract number.	OSC Accounting	OSC Accounting	OSC Accounting	OSC Accounting
12 Advertise for bids in the Daily Journal of Commerce. (See Appendices 2 and 3.) Regions may elect to advertise in local publications.	OSC	OSC	OSC	OSC
13 Enter the contract number into EBASE and the Contractor Prequalification System.	Region	Region	OSC Contract Ad and Award	OSC Contract Ad and Award
14 Furnish only one proposal to each prequalified bidder. (See Rule J and Appendix 5 or 6.)	Region	Region	OSC Contract Ad and Award	OSC Contract Ad and Award
15 Distribute Ad set of plans per Standard Specification 1-02.2; furnish plans to any party requesting them. (See Rule I.)	Region	Region	OSC Printing Services	OSC Printing Services
16 Provide addenda to all planholders. The addenda will be provided to proposal holders by "certified mail - return receipt requested." The addenda must be shipped well in advance of the bid opening to allow the bidder(s) time to address them.	Region or OSC Printing Services (or combination thereof)	Region or OSC Printing Services (or combination thereof)	Region or OSC Printing Services (or combination thereof)	Region or OSC Printing Services (or combination thereof)
17 Open the bids; enter them into Bid Analysis and Storage System (BASS). For those projects with D/MWBE goals, send one copy of each bidder's DOT Form 272-056 or DOT Form 272-056A to the OSC External Civil Rights Unit.	Region or OSC Contract Ad and Award (or combination thereof)	Region or OSC Contract Ad and Award (or combination thereof)	Region or OSC Contract Ad and Award (or combination thereof)	Region or OSC Contract Ad and Award (or combination thereof)

Task		Responsible Unit			
		Federal Funding Region Award	State Funding Region Award	Federal Funding OSC Award	State Funding OSC Award
18	Review D/MWBE goals established in the project against the Utilization Certification.	OSC Office of Equal Opportunity	OSC Office of Equal Opportunity	OSC Office of Equal Opportunity	OSC Office of Equal Opportunity
19	If the low bid exceeds the engineer's estimate by >10% or \$50,000, see Rule N and Appendix 7.	Region	Region	Region	Region
20	Confirm that the project is clear to award.	Region	Region	Region	Region
21	Award the contract.	Region	Region	OSC	OSC
22	Upon award of the contract, finalize the federal aid project agreement.	OSC Program Management	N/A	OSC Program Management	N/A
23	Review D/MWBE breakdowns.	OSC Office of Equal Opportunity	OSC Office of Equal Opportunity	OSC Office of Equal Opportunity	OSC Office of Equal Opportunity
24	Execute the contract. (See Appendix 8.)	Region	Region	OSC	OSC

Procedural Check List

Introduction

This check list identifies the steps that must be addressed to effectively advertise, award, execute, and document contracts for transportation projects. The items discussed are grouped in the approximate order that they would logically be addressed, but some of them may be addressed simultaneously or in a different sequence.

Preparation for Advertisement

1. Right of Way Certification:
 - Prepare and submit the appropriate R/W Certification to OSC Real Estate Services.
 - For local agency projects, TransAid certifies right of way.
2. DMWBE and Training Goals:
 - Request goals from OSC Office of Equal Opportunity (Appendix 10A).
 - Upon receipt, verify DMWBE goal values are acceptable. If not, negotiate revision.
 - Add goal values to the project specifications.
 - For Local Agency projects, TransAid sets the goals.

Procedures

3. Request Funding Authorization:
 - Prepare WOA (Form 120-120).
 - Attach a copy of plans and specifications for federal aid projects.
 - Submit request to OSC Program Management.
 - OSC Program Management obtains the estimate from EBASE.
 - For local agency projects, TransAid authorizes funding.
4. Geotechnical, Materials Source, and Soils Reports:
 - OSC Geotechnical Section produces these reports and determines which reports warrant printing for sale to bidders.
 - Region obtains a camera-ready copy of the report from OSC Geotechnical Section.
 - For projects advertised by OSC, submit the camera-ready copy of the report and the Reproduction Request to OSC Printing Services by Monday the week before the ad.
 - See letter from Charlie Mills dated February 13, 1997, for more detail.
5. Wage Rates:
 - Print project wage rates just prior to submitting the advertisement package for printing and attach the Benefit Code Key and the Supplement to Wage Rates.
6. Bid Proposal:
 - Prepare the appropriate pages of the Bid Proposal that supplement the computer Proposal Report from EBASE (Appendices 5 and 6).
7. Length of Project Advertisement:
 - Determine the bid opening date for the Project. This is the date entered in the project specifications (Appendix 2).
8. Original Documents for the Contract:
 - Assemble all documents in the order they will be printed.
9. Final Check Sheet (Form 221-019EF):
 - Fill out the Final Check Sheet, identifying all documents that make up the advertisement package and bid proposal.
 - Include any special distribution instructions.
10. Reproduction Request (Form 273-003X):
 - Fill out the reproduction request if printing will be done by OSC.
11. Risk Determination:
 - Evaluate the risk of advertising the project with outstanding items.
 - Document the decision to advertise the project (Appendix 1).

12. Print the Advertisement Package:
 - If printing is done at OSC, deliver the plans and Reproduction Request to OSC Printing Services.
 - Deliver the project specifications and Final Check Sheet to the OSC Contract Ad and Award Office. OSC Contract Ad and Award will obtain a copy of the project estimate from EBASE.
 - OSC Contract Ad and Award forwards the project specifications and Final Check Sheet to OSC Printing Services.
13. Request to Advertise the Project:
 - Submit the request to advertise the project to OSC Contract Ad and Award. Include the description of work in the request. This may be done by fax (Appendix 10B).
 - OSC Contract Ad and Award will obtain the project estimate from EBASE.
 - OSC Contract Ad and Award writes the advertisement (Appendix 2).
14. Funding Authorization:
 - Verify that construction funding has been authorized. If not authorized by 9:00 a.m. on the advertisement date, notify OSC Contract Ad and Award to cancel the advertisement.
 - If the ad is pulled, determine whether or not to continue printing the advertisement package.
 - Notify printer if there is a change in printing schedule.
15. Contract Number:
 - Request the contract number from OSC Accounting/CAPS. Attach a copy of the request to advertise the project and a notice that the estimate is in EBASE.
 - OSC Accounting/CAPS will obtain the estimate from EBASE.
 - OSC Accounting assigns the contract number, notifies OSC and region offices.

Advertisement

1. Project Advertisement:
 - OSC Contract Ad And Award advertises the project in the Notice to Contractors, the Daily Journal of Commerce, and on the Internet (Appendix 2).
 - The regions may advertise the project in local papers and ethnic papers if desired.
 - The advertisement schedule, bid opening schedule, and other project information is available to the public on the Internet.
 - OSC Contract Ad and Award is advised of any change of the bid opening date and revises the project advertisement appropriately.

Procedures

- Enter the contract number into EBASE.
 - Enter the project description, contract number, bid opening date, project amount, advertised work class, work class amounts, and project engineers information in the contractor prequalification system.
2. Distribution of Advertised Project Documents:
 - The advertised project documents are distributed at no cost to interested region and OSC offices, Plan Centers, and other public locations.
 - Plans are provided to bidders, suppliers, and others at a standard fee upon request.
 - One Bid Proposal package is provided to each prequalified bidder with an envelope for returning the sealed bid.
 - Geotechnical, Materials Source, and Soils Reports are provided to bidders at a standard fee, separate from the ad package and proposal package, upon request.
 3. Prequalification of Bidders:
 - Bidder prequalification is verified prior to issuing a Bid Proposal Package.
 - Bidders that are not prequalified are directed to the OSC Prequalification Office to obtain prequalification to bid WSDOT projects.
 - Region may do limited prequalification for Region Ad and Award projects \$50,000 or less. Use Form 272-063 EF (Appendix 4).
 4. Plan Holder and Proposal Holder Lists:
 - The names of Plan Holders and Proposal Holders are entered in the Prequalification System to document the distribution of advertisement plans and bid proposal packages.
 - This information is made available to the public on the Internet by the OSC Contract Ad and Award section.
 5. Public Information:
 - The Public Affairs Office is advised that the project has been advertised.
 6. Addenda:
 - Addenda are prepared by the region, printed, and distributed in the same manner as the advertisement package. Revisions to Bridge Office PS&E are made by the Bridge and Structures Office and combined with other addenda items by the region.
 - If a Bid Opening date or Bid Opening location is changed by addendum, notify OSC Contract Ad and Award.
 - If the time or place of Bid Opening is changed within 24 hours of the scheduled bid opening, the addenda should be faxed to all proposal and plan holders. Include a request for acknowledgment of receipt of the addenda by return fax (Appendix 10C). If the addenda is not faxed, each proposal holder is notified by telephone and a record of telephone

conversation is made for each proposal holder. They read back the new information. Record the individuals name, phone number, and the date and time of the call.

- OSC Contract Ad and Award revises the Project Description in the Prequalification System to reflect the addendum number, bid opening date, etc.
- If the addendum affects the bid proposal items a revised estimate is prepared and distributed to interested offices.

Bid Opening

1. Procedure:

- Display Plans, Specifications, and all contract addenda in the area that bids will be received.
- Check with the designated fax machine for fax changes to bid proposals.
- Time and Date stamp each bid proposal envelope as it is received. Save this until the contract has been executed.
- At one minute past the designated bid opening time, stop receiving bids and record the time by activating the time clock to print the time. Save this for the record.

2. Open Bids:

- Take all bids to the bid opening room.
- Advise those in attendance that no more bids will be accepted.
- Open bids for one project at a time.
- As each envelope is opened, check that the bid documents are complete, (addenda have been acknowledged, signatures, and required bonds are included). If the required bond is not included or if the required signature is missing on **both** the proposal bond and the contract signature page, the bid is not responsive and may not be read at the bid opening. The reason the bid is not read should always be announced. (It is advisable to read all bids that are received on time and determine the responsiveness during the bid review process).
- Read the name of each firm and the apparent total of their bid.
- Announce the “apparent low bidder,” pending bid check.
- Read the unit bid prices for the apparent three low bidders if anyone is interested.
- Adjourn the meeting.

3. Bid Status Report:

- Prepare the Bid Status Report and distribute to interested OSC and region offices.

Procedures

4. Verify Company Signature:
 - Verify with the OSC Contract Ad and Award Office that the signature on the proposal is that of the authorized prequalified person. This may be done by telephone.
5. Verify Bonding Company:
 - Verify with OSC Accounting/CAPS that the name of the proposal bonding company is on the state approved insurance list. This may be done by telephone.
6. Verify DMWBE:
 - Request approval of the DMWBE Utilization Certification by the OSC External Civil Rights unit prior to awarding the contract. This may be done by faxing the request, a copy of the certificate, and the Bid Status Report.
 - OSC reviews the goals established in the project against the certificate and indicates DMWBE clearance for award.
7. Bid Check:
 - Enter the bids in the estimate system and review all bids for completeness and math errors.
 - Send the Bid Check to interested region, OSC, and FHWA offices and other requesters.
 - The Bid Check is made available to the public on the Internet by the OSC Contract Ad and Award section.
 - If the low bid is 10 percent or \$50,000 above the estimate, determine if region management wishes to pursue award or rejection of all bids.
 - To pursue award for region award contracts, prepare the justification to award documentation, award the contract, and cc the justification memorandum to the Assistant Secretary for Field Operations through OSC Contract Ad and Award (Appendix 7).
 - For OSC award contracts, prepare the justification for award, send it to OSC Contract Ad and Award with a cc to the Assistant Secretary for Field Operations. OSC Contract Ad and Award will award the contract (Appendix 7).
 - The region can reject all bids at their discretion. Notify the OSC Contract Ad and Award, OSC Accounting/CAPS, and OSC Printing Services when bids are rejected.
 - Local Agency approval is required before awarding or rejecting bids for Local Agency projects. Region TransAid contacts the Local Agency for their approval.

Contract Award

1. Verify the project is clear to award:
 - Verify that all outstanding issues affecting award have been completed and the project is cleared for award.
2. Award Notice:
 - Upon award, notify the successful bidder by telephone, through the construction project manager, that the project is awarded
 - Follow-up the telephone notification by sending the award notification to appropriate OSC and region offices. For OSC awarded projects the notice consists of the Award Meeting Memorandum and the Consideration of Award list. These documents are faxed to contacts in the region.
3. Award Letter:
 - Prepare the Award Letter and send it to the successful bidder and appropriate OSC and region offices (Appendices 10D, E, F).
4. FHWA Notice of Contract Award:
 - Prepare and submit the FHWA Notice of Contract Award for Interstate New and Reconstruction projects (Appendix 9).
 - Send the report to the FHWA Olympia office, Attn. Charles W. Chappell.

Contract Execution

1. Prepare Execution Documents:
 - The Execution document consists of such of the following documents that are applicable to the contract to be awarded. When signed this will be the executed contract (Appendix 8):
 - Cover
 - Award Letter
 - Condition Of Award
 - Addenda
 - Notice
 - Contents
 - Amendments
 - Special Provisions
 - Log of Boring and other appendices
 - Federal Provisions
 - Environmental Permits
 - US Forest Service Provisions
 - Railroad Protective Liability Form
 - Wage Rates Federal
 - Wage Rates
 - Benefit Code Key
 - Supplement to Wage Rates

Procedures

*Proposal (Informational)

**Non-Collusion Declaration — 272-036h

**Lobby Certificate Over \$100,000 Only — 272-040

**DBE Certificate 272-056A

Or

**MBE/WBE Certificate 272-056

**Proposal Signature Sheet — 272-036d

**Subcontractors List if Over \$100,000

Successful Bidders Proposal

Timber Purchasers Certification 410-100

If More Than 5,000 Board Feet of Timber

Proposal Bond — 272-001

Power of Attorney

Contract

Contract Bond

Retainage Bond if Submitted by Contractor

Certificate of Insurance

Owners and Contractors Protective Liability Coverage Part
and Form CG 29 08

Notice of Mailing Address

Plans

2. Distribute Execution Document:

- Three copies to the successful bidder for execution signatures. One of these copies is retained by the bonding company.
- Additional copies to the region, OSC offices, and others.
- Copies of the advertisement plans and addenda are also sent to the successful bidder following award.

3. Timber Certification:

- Send a copy of the project vicinity map and the yellow copy of the timber Purchaser Certification for Export Restricted Timber to the Department of Revenue following award per Form 410 -100.

4. Final Bid Tabulation:

- Enter the award date in the Bid Check System and print the final Bid Tabulation Report.
- Distribute the Final Bid Tabulation Report to interested region and OSC offices.

5. Document Verification:

- Receive two of the signed contract documents from the contractor per 1-03.3 of the *Standard Specifications*.

*The proposal shall have footer at bottom left and page number beginning with page 1.

**These items shall have footer at bottom left and page number beginning with page a.

- Verify that the contractor's Bonding and Insurance Companies meet WSDOT requirements by calling OSC Accounting/CAPS.
 - Verify that the proper Contract Bond and Retainage Bond forms have been used.
 - Contact the WSDOT Attorney General to discuss any deviation in the Contract Bond and Retainage Bond forms and, when appropriate, obtain an Attorney General signature on the forms.
 - FAX low bidder's DMWBE item breakout information to OSC Office of Equal Opportunity for review and approval.
 - OSC Office of Equal Opportunity must receive and approve the bidders' DMWBE bid item breakout, as required in the condition of award, prior to execution.
6. Execution:
- Prepare the Condition of Award when required.
 - Obtain WSDOT signatures and date the top of the contract documents.
 - By telephone notify the region, Construction PE, and the Contractor that the contract has been executed.
 - Send one executed copy of the contract to the contractor and one copy to OSC Accounting/CAPS file.
 - Prepare the Authorization to Begin Work and distribute to region and OSC offices.
 - Send a copy of the Execution letter to interested region, OSC, FHWA, etc., offices.
7. Unsuccessful Bidders:
- Notify unsuccessful bidders of contract execution and return Proposal Bond (Appendix 10G, H, I).
 - Retain a copy of the bond and letter for records.
8. Notice to Proceed:
- OSC Accounting prepares the Notice to Proceed letter, sends it to the successful bidder, cc to the region (Appendix 10J).

Procedures

Documentation

1. PS&E Files:
 - Documentation of PS&E elements and decisions remain in the region files. This includes decisions, backup information, etc., for addenda.
 - Some documentation for projects reviewed by and processed to advertisement by the OSC Ad Ready section is sent to OSC Records Control.
2. Advertisement, Award, and Execution Files:
 - Documentation of Advertisement, Bid Opening, Award, and Execution of the contract are sent to the OSC Records Control files. The file contains:
 - Advertisement package (Plans, Specs, etc.)
 - Project cost estimate
 - Addenda
 - Revised project cost estimate
 - Records of addenda distribution
 - Advertisement notice
 - Plan Holder list
 - Proposal Holder list
 - Verified Bid Status Report
 - Bid Tabulation Report
 - Documentation of Decision to Award
 - Award package (plans, specifications, contract, etc.)
 - Correspondence between WSDOT and others during the advertisement, award, and execution phase
 - Appropriate records of telephone conversations
3. Executed Contract:
 - The executed contract is filed in the OSC Accounting file.

Appendices

1. Decision to Advertise
2. Advertising Criteria and Project Turn in Matrix
3. Notice to Contractors
4. Contractor Prequalification Questionnaire and Affidavit for Region Ad and Award Contracts (\$50,000 or less)
5. Proposal Package (in order) — Federally-Funded Projects
 - Proposal Cover Sheet (Prepared by OSC Contract Ad and Award Office) (OSC Award Project)
 - Proposal Cover Sheet (Prepared by OSC Contract Ad and Award Office) (Region Award Project)
 - DOT Form 273-018, “Notice to Bidders Regarding Proposal Bond Form” (Prepared by OSC Contract Ad and Award Office for all projects with a Proposal Bond required)
 - Subcontractor List Warning Sheet (Prepared by OSC Contract Ad and Award Office for projects >\$100,000)
 - DOT Form 272-001, “Proposal Bond” (All projects with a Proposal Bond required)
 - Proposal pages from the latest BASS estimate run
 - DOT Form 272-036H, “Non-Collusion Declaration”
 - DOT Form 272-040, “Certification for Federal-Aid Contracts” (F.A. projects >\$100,000)
 - DOT Form 272-056A, “Disadvantaged Business Enterprise Utilization Certification” (F.A. projects with DBE goals)
 - DOT Form 272-036C, “Proposal Signature Sheet” (If no Proposal Bond required, project is less than or equal to \$50,000)
 - DOT Form 272-036D, “Proposal Signature Sheet” (If Proposal Bond is required)
 - DOT Form 271-015, “Subcontractor List” (Projects >\$100,000)
6. Proposal Package (in order) — State-Funded Projects
 - Proposal Cover Sheet (Prepared by OSC Contract Ad and Award Office) (OSC Award Project)
 - Proposal Cover Sheet (Prepared by OSC Contract Ad and Award Office) (Region Award Project)
 - DOT Form 273-018, “Notice to Bidders Regarding Proposal Bond Form” (Prepared by OSC Contract Ad and Award Office for all projects with a Proposal Bond required)
 - Subcontractor List Warning Sheet (Prepared by OSC Contract Ad and Award Office for projects >\$100,000)

- DOT Form 272-001, "Proposal Bond" (All projects with a Proposal Bond required)
 - Proposal pages from the latest BASS estimate run
 - DOT Form 272-056, "Minority Business Enterprise and Women's Business Enterprise Utilization Certification" (State projects with M/WBE goals)
 - DOT Form 272-036C, "Proposal Signature Sheet" (If no Proposal Bond required, project is less than or equal to \$50,000)
 - DOT Form 272-036D, "Proposal Signature Sheet" (If Proposal Bond is required)
 - DOT Form 271-015, "Subcontractor List" (Projects >\$100,000)
7. Guidelines for Justification of Award/Rejection of Bids Exceeding Engineer's Estimate by 10 Percent or \$50,000.
 8. Instructions for Execution of Contracts
 - DOT Form 134-051, "Instructions for Execution of Contracts"
 - DOT Form 134-049, "Notice of Mailing Address"
 - CG 29 08
 - DOT Form 272-006, "Contract Highway Construction"
 - DOT Form 272-008, "Contract Building Construction"
 - DOT Form 272-002, "Contract Bond Highway Construction"
 - DOT Form 272-003, "Contract Bond Building Construction"
 9. FHWA Notice of Contract Award for Interstate New and Reconstruction Projects
 10. Samples of Correspondence
 - 10A Request for DBE/MWBE Goals
 - 10B Advertisement
 - 10C Fax Addendum Acknowledgement Form
 - 10D Award Letter — MBE
 - 10E Award Letter — DBE
 - 10F Award Letter — No Goal
 - 10G Execution Bond Return Letter — Awarded Contractor
 - 10H Execution Bond Return Letter — Second and Third Bidders
 - 10I Execution Bond Return Letter — Fourth, etc., Bidders
 - 10J Notice to Proceed with Work letter

Appendix 1

Decision to Advertise

The region should have a process in place to address the level of risk and make a decision on whether or not to advertise a project.

The decision to advertise a project should be based on the level of risk. There are two basic levels of risk when deciding to advertise a project. Each of these levels require a different level of coordination with the OSC Design Office.

All projects must have funding authorized before being advertised.

Risk Level 1: Outstanding Non-critical Issues or No Outstanding Issues

It is not necessary to communicate with OSC Design Office when deciding to advertise these projects.

Examples:

- Outstanding service permits
- Low cost no-critical agreements
- Minor right of way exceptions which should be resolved before bids are opened

Risk Level 2: Outstanding Critical Issues

Communicate with OSC Design Office when deciding to advertise these projects.

Examples:

- Outstanding permits that may affect bidding or construction
- Outstanding agreements that may affect bidding or construction
- Outstanding right of way that may significantly adversely affect construction

Consideration of how far along in the process should be weighed. Buy-in from all parties typically has occurred, but the paperwork is not complete typifies this level of risk.

A project should not be advertised unless it is reasonable to expect all outstanding critical items will be resolved prior to execution.

5:P:DP/A&A

Appendices

Appendix 2

Advertising Criteria

The region ad and award project description and bid item information must be in the OSC Contract Ad and Award Office by 1 p.m., Thursday for any project that is to go on ad the following week.

The OSC Contract Ad and Award Office will publish the call for bids (Notice to Contractors) at least once per week, in one trade journal of general circulation within the state of Washington, for the number of weeks immediately preceding the date for receiving and opening sealed bids identified in the schedule below. The region will publish the call for bids in a local minority or ethnic newspaper, if available, and in any local newspaper the region feels is appropriate. See Appendix 3 for an example of "Notice to Contractors." Note the * and ** for special bonding requirements and special prequalification requirements.

The regions establish the bid opening date using the following guidelines: Any federally funded project advertised less than three weeks requires FHWA approval. The region to contact the local FHWA area engineer for approval.

Contract Size	Advertising Period (Minimum)
\$50,000 or below (state funds)	2 weeks
\$50,000 or below (federal funds)	3 weeks
Above \$50,000 or below \$1,000,000	3 weeks
\$1,000,000 – \$3,000,000 (grading and resurfacing)	4 weeks
Other Projects	*

*Time will depend on the complexity of the project. The OSC Contract Ad and Award Office should be contacted when establishing the advertising criteria.

The project description and bid item information should include: the project title; if the project is a metric project; the class(es) of work; the estimate range; a statement about D/M/WBE goals and percentage required; F.A. Number (if appropriate) or A State Project; SR number; mile post limits; a general description of the items of work; number of working days; number of bid items; big cost items; large quantity items; or specialty items from the estimate; PS&E number; charge and project number.

The following is a sample of the "project description and bid item" information.

(KING) LAKE CITY WAY TO N.E. 175TH SC&DI AND NOISE WALL
(CLI 4, \$1,500,000 - \$2,000,000) CONTAINS DBE GOAL - 10% F. A.
No. I-IR-005-3(789) on SR 5 MP 171.30 to MP 176.90. Requires:
Grading, draining, surfacing, paving with asphalt concrete, erosion control,
beam guardrail, pavement marking, signing, and traffic signal installation.
130 Working Days. Involves 123 items. 34526 CY shoulder removal incl
haul; 584 LF under drain pipe; 1141 LF plain conc. Storm sewer pipe; 2498
SF noise wall; 5164 TON crushed surfacing course; 2056 SY planing

Appendices

bituminous pvmt; 8155 TON ACP; 180 CY soil amendment; 180 EA Myrica California; 30 TON rock wall for tree wall; 294 LF beam guardrail; 5478 LF cast-in-place conc barrier; 10938 LF paint stripe; 262 EA traffic safety drums; 1200 HR training; 594 SY construct geotextile. Lump Sum bids for: Perm signing, 2 SC&DI systems, traffic signal display and detection sys, traffic signal control sys, maint and protection of traffic, surveying. (L-0494)(100514A)(97A321)(1 of 4)

If, after the project description and bid item information are sent to the OSC Contract Ad and Award Office, there is a delay in funding, the OSC Contract Ad and Award Office has to be notified by phone by 9 a.m., Monday, to cancel a notice submitted the previous Friday.

The OSC Contract Ad and Award Office should be notified of all addenda that will require a revised bid date. The revised bid date will then be included in the next advertising notice.

**OSC Printing Services, Contract Ad and Award, and Accounting
Project Turn-In Documentation Matrix**

Documentation	Initiated By:	Supplied To:	When Needed
Geotechnical Report, Materials Source Report, Soils Report.	Region	OSC Printing Services	Project is turned in for printing
Cover info, wage rates, test borings, or proposal, any other specialized sections to be included in the contract plans and specifications. Special distribution request.	Region	OSC Printing Services	Project is turned in for printing
Number of sets required for life of project.	Region	OSC Printing Services	Project is turned in for printing
Final Check Sheet (DOT 221-019)	Region	OSC Printing Services OSC CA&A	Project is turned in for printing 1:00 p.m. Friday before Ad date
Estimate Including Work Class Breakout	Region	OSC CA&A OSC Prequal	1:00 p.m. Friday before Ad date As soon as available before Ad date.
Copy of Ad	Region	OSC CA&A	1:00 p.m. Friday before Ad date
Request Contract No. Attach Ad Letter and Page 1 of the Estimate	Region	OSC Accounting/CAPS	1:00 p.m. Friday before Ad date
Work Order Authorization	OSC Program Management	OSC Accounting/CAPS	1:00 p.m. Friday before Ad date
Contract Number	OSC Accounting	OSC Accounting CA&A	Prior to 10:00 a.m. day of Ad

6:P:DP/A&A

Appendix 3

Notice to Contractors

Notice to Contractors Highway Construction

May 4, 1998

Sealed bids will be received in the Bid (Commission) Room (1D2), located on the first floor of the Department of Transportation, 310 Maple Park Avenue SE, Olympia, Washington, until 10:00 am, or at P.O. Box 7667, Olympia, Washington, 98507, until 9:00 am, on the dates shown below. (P.O. Box 7667 is for bids only).

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in an amount equal to five percent (5 percent) of the amount of such bid proposal. Should the successful bidder fail to enter into a contract and furnish a satisfactory performance bond, the bid proposal deposit shall be forfeited. **Bonds submitted on other than the bond form provided by the department may be subject to rejection.**

The following is applicable to Federal Aid projects. The Washington State Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000a to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federal-assisted programs of the Department of Transportation issued pursuant to such Act; hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

The right is reserved to reject any and all bids and to waive informalities in the bidding.

Bidding proposal may not be issued to bidders unless they are prequalified, except where otherwise provided in Plans and Specification. For those contractors who are not prequalified, application for prequalification will be submitted on DOT Form 420-010 (Standard Questionnaire and Financial Statement) and must be received by the Prequalification Engineer no less than fifteen days prior to the scheduled bid opening to receive consideration for issuance of a bidding proposal for that bid opening.

Informational copies of plans and specifications are on file in the office of the County Engineer of the County in which the work is situated, the chapter offices of the Associated General Contractors of America in Seattle, Spokane, and Tacoma, and the offices of the Regional Administrators or the Olympia Service Center of the Department of Transportation, where they may be inspected.

Appendices

The use of informational proposals shall be allowed only upon written request and will be accepted only when written authority for their use has been granted.

	Fee	Project
Project Documents will be furnished	\$ 5.00	\$0 - \$1,000,000
for the non-refundable fee of:	\$10.00	Over \$1,000,000
Geotechnical Reports:	\$30.00	each copy

(Remittance may be made to the Washington State Treasurer and sent to the address below).

To order plans and specifications, and/or geotechnical reports please call (360) 705-7014 (24-Hour Recording) or (360) 705-7835 (from 8:00 am to 5:00 pm). To order by mail, the address is: Contract Ad and Award Administration Office, Washington State Department of Transportation, P.O. Box 47360, Olympia, WA 98504-7360. Current Bid Results are available through voice mail box (360) 705-7838.

The Notice to Contractors, Planholders Lists, Bid Status, Bid Tabulations, and Award Status of Current Projects are available on the Internet at <http://www.wsdot.wa.gov/>.

Estimate ranges published in this notice must not be used as a basis for bid preparation.

Notice to Contractors Highway Construction Regional Ad and Award

May 4, 1998

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into a contract and furnish a satisfactory performance bond, the bid proposal deposit shall be forfeited. **Bonds submitted on other than the bond form provided by the department may be subject to rejection.**

The following is applicable to Federal Aid projects. The Washington State Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000a to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

The right is reserved to reject any and all bids and to waive informalities in the bidding.

Bidding proposal may not be issued to bidders unless they are prequalified, except where otherwise provided in Plans and Specifications. For those contractors who are not prequalified, application for prequalification will be submitted on DOT Form 420-010 (Standard Questionnaire and Financial Statement) and must be received by the Prequalification Engineer no less than fifteen days prior to the scheduled bid opening to receive consideration for issuance of a bidding proposal for that bid opening.

Informational copies of plans and specifications are on file in the office of the County Engineer of the County in which the work is situated, the chapter offices of the Associated General Contractors of America in Seattle, Spokane, and Tacoma, and the offices of the Regional Administrators or the Olympia Service Center of the Department of Transportation, where they may be inspected.

To order plans and specifications and/or geotechnical reports refer to address and phone numbers listed under region title.

To order plans and specifications and/or geotechnical reports for regional ad and award projects, please call:

Northwest Region	(206) 440-4103	North Central Region	(509) 667-3000
Olympic Region	(360) 357-2681	Southwest Region	(360) 905-2184
Eastern Region	(509) 324-6130		

Estimate ranges published in this notice must not be used as a basis for bid preparation.

NORTHWEST REGION:

SEALED BIDS WILL BE RECEIVED BY THE DEPARTMENT OF TRANSPORTATION, AT THE RECEPTION DESK LOCATED IN THE FOYER AT NORTHWEST REGION, WSDOT, 15700 DAYTON AVE. N., SEATTLE, WA 98133, UNTIL 11:00 A.M., ON THE DATES SHOWN BELOW. ORDERS FOR PLANS AND SPECIFICATIONS MAY BE REQUESTED BY MAIL OR BY PHONE AT (206) 440-4103.

NORTH CENTRAL REGION:

SEALED BIDS WILL BE RECEIVED BY THE DEPARTMENT OF TRANSPORTATION, AT NORTH CENTRAL REGIONAL OFFICE, WSDOT, 1551 N. WENATCHEE AVE., WENATCHEE, WA 98801, UNTIL 11:00 A.M., ON THE DATES SHOWN BELOW. ORDERS FOR PLANS AND SPECIFICATIONS MAY BE REQUESTED BY MAIL OR PHONE AT (509) 663-9641.

OLYMPIC REGION:

SEALED BIDS WILL BE RECEIVED BY THE DEPARTMENT OF TRANSPORTATION, AT OLYMPIC REGION, WSDOT, 5720 CAPITAL BLVD., OLYMPIA, WA 98504-7440, UNTIL 3:00 P.M., ON THE DATES SHOWN BELOW. ORDERS FOR PLANS AND SPECIFICATIONS MAY BE REQUESTED BY MAIL OR BY PHONE AT (360) 357-2681. FAX NUMBER (360) 357-2688.

SOUTHWEST REGION:

SEALED BIDS WILL BE RECEIVED BY THE DEPARTMENT OF TRANSPORTATION, AT SOUTHWEST REGION, WSDOT, 4200 MAIN ST., VANCOUVER, WA 98663, UNTIL 10:00 A.M., OR RECEIVED BY 7:30 A.M. AT PO BOX 1709, VANCOUVER, WA 98668, ON THE DATES SHOWN BELOW. ORDERS FOR PLANS AND SPECIFICATIONS MAY BE REQUESTED BY MAIL OR BY PHONE AT (360) 905-2184.

SOUTH CENTRAL REGION:

SEALED BIDS WILL BE RECEIVED BY THE DEPARTMENT OF TRANSPORTATION AT SOUTH CENTRAL REGION, WSDOT, 2809 RUDKIN RD., UNION GAP, WA 98903, UNTIL 11:00 A.M., OR RECEIVED BY 8:00 A.M. AT P.O. BOX 12560, YAKIMA, WA 98909-2500, ON THE DATES SHOWN BELOW. ORDERS FOR PLANS AND SPECIFICATIONS (\$5.00 FEE) MAY BE REQUESTED BY MAIL OR BY PHONE MONDAY THRU THURSDAY 7:00 A.M. TO 4:30 P.M., AT (509) 575-2466.

EASTERN REGION:

SEALED BIDS WILL BE RECEIVED BY THE DEPARTMENT OF TRANSPORTATION AT EASTERN REGION, WSDOT, NORTH 2714 MAYFAIR STREET, SPOKANE, WA 99207, UNTIL 10:00 A.M., ON THE DATES SHOWN BELOW. PLANS AND SPECIFICATIONS MAY BE REQUESTED BY MAIL OR BY PHONE AT (509) 324-6130.

Notice to Contractors Building Construction

May 4, 1998

Sealed bids will be received in the Bid (Commission) Room (1D2), located on the first floor of the Department of Transportation, 310 Maple Park Avenue SE, Olympia, Washington, until 10:00 am, or at P.O. Box 7667, Olympia, Washington, 98507, until 9:00 am, on the dates shown below. (P.O. Box 7667 IS FOR BIDS ONLY).

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into a contract and furnish a satisfactory performance bond, the bid proposal deposit shall be forfeited. **Bonds submitted on other than the bond form provided by the department may be subject to rejection.**

The right is reserved to reject any and all bids and to waive informalities in the bidding.

Informational copies of plans and specifications are on file in the office of the County Engineer of the County in which the work is situated, the chapter offices of the Associated General Contractors of America in Seattle, Spokane, and Tacoma, and the offices of the Regional Administrators or the Olympia Service Center of the Department of Transportation, where they may be inspected.

Bids will be accepted only on proposals issued by the department. The use of informational proposals shall be allowed only upon written request and will be accepted only when written authority for their use has been granted.

	Fee	Project
Project Documents will be furnished for	\$5.00	\$0 - \$1,000,000
the non-refundable fee of:	\$10.00	Over \$1,000,000

(Remittance may be made to the Washington State Treasurer and sent to the address below).

To order plans and specifications, please call (360) 705-7014 (24-Hour Recording) or (360) 705-7835 (from 8:00 am to 5:00 pm). To order by mail, the address is: Contract Ad and Award Administration Office, Washington State Department of Transportation, P.O. Box 47360, Olympia, WA 98504-7360.

Current Bid Results are available through voice mail box (360) 705-7838.

Estimate ranges published in this notice must not be used as a basis for bid preparation.

Appendix 4

DOT Form 272-063, "Contractor Prequalification Questionnaire and Affidavit for Region Ad and Award Contracts (\$50,000 or Less)"



Washington State
Department of Transportation

Contractor Prequalification Questionnaire and Affidavit for Region Ad and Award Contracts (\$50,000 or Less)

Date	Submitted By	Business License No.
Address ((Street))		Telephone No.
City	State	Zip
Prequalification Requested For (Identify project by advertised name)		
What is the Value of Your Firm's Assets (Net Worth)? \$		
List Two Similar Projects Your Firm Has Completed in the Last Year. Give Owner's Name and Telephone Number.		
1.		
Owner:		Telephone No.:
2.		
Owner:		Telephone No.:
Were the projects listed above completed on time? <input type="checkbox"/> Yes <input type="checkbox"/> No Does your firm owe any monies on any projects which were completed within the last year? (If Yes, provide a separate statement.) <input type="checkbox"/> Yes <input type="checkbox"/> No Have you or your firm been convicted of any criminal act involving a contractor or contracts? (If Yes, provide a separate statement.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Affidavit		
State of		County of
The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the firm (or individual herein named). As of the date indicated: that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the Washington State Department of Transportation to award the firm (or individual) a contract and that the depository, vendor, or other agency herein named is hereby authorized to supply the Washington State Department of Transportation or its agents with any information necessary to verify this statement.		
Name of Firm (Be Exact): _____		
_____ Authorized Signature		_____ Authorized Signature
_____ Authorized Signature		_____ Authorized Signature
Sworn to before me this _____ day of _____, 19 _____		
_____ (Notary Public)		_____ Corporate Seal(s)
_____ Notary Seal		

DOT Form 272-063 EF
Revised 12/97

8:P:DP/A&A

Appendix 5

Proposal Package Federally Funded Projects

**Department of Transportation
Olympia, Washington 98504**

P R O P O S A L

FOR BIDDING PURPOSES

SR 99, MP 32.58 TO MP 40.80

THOMAS ST TO N 152ND ST

F.A. No. NH-0099(047)

KING COUNTY

Sealed bids will be received in the Department of Transportation Bid (Commission) Room located on the first floor of the Transportation Building, 310 Maple Park Drive S.E., Olympia, Washington, until 10:00 a.m., or at P.O. Box 7667, Olympia, Washington, 98507 until 9:00 a.m., on the date scheduled for opening bids.

**Department of Transportation
Olympia, Washington 98504**

P R O P O S A L

FOR BIDDING PURPOSES

SR 99, MP 32.58 TO MP 40.80

THOMAS ST TO N 152ND ST

F.A. No. NH-0099(047)

KING COUNTY

Sealed bids will be received at the reception desk in the foyer of the _____ Region Administration office building of the Washington State Department of Transportation, 721 Butler Street, Newtown, Washington, until 10:00 a.m. of the bid opening date, or at P.O. Box 1709, Newtown, Washington, 9XXXX until 7:30 a.m., of the bid opening date.

**IS YOUR
SUBCONTRACTOR LIST
INCLUDED ? ? ?
IF NOT
YOUR BID WILL BE
CONSIDERED IRREGULAR
AND WILL BE REJECTED !!!**



Washington State
Department of Transportation

Proposal Bond

KNOW ALL MEN BY THESE PRESENTS, That we,

of _____ as principal, and the

a corporation duly organized under the laws of the state of _____, and authorized to do business in the State of Washington, as surety, are held and firmly bound unto the State of Washington in the full and penal sum of five (5) percent of the total amount of the bid proposal of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following highway construction, to wit:

said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by the Department of Transportation within a period of twenty (20) days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be signed and sealed this _____ day of _____, 19 _____.

(Principal)

(Surety)

(Attorney-in-fact)

DOT Form 272-001 EF
Revised 12/97



Washington State
Department of Transportation

PROPOSAL

To the Secretary of Transportation
Olympia, Washington 98504

Dear Sir:

I hereby certify that the undersigned has examined the location of

and that the plans, specifications and contract governing the work embraced in this improvement, and the method by which payment will be made for said work, is understood. The undersigned hereby promises to undertake and complete the work embraced in this improvement, or as much thereof as can be completed with the money available, in accordance with the said plans, specifications and contract, and the following schedule of rates and prices:

(NOTE: Unit prices for all items, all extensions and total amounts of bid, shall be shown.)

ITEM: APPROXIMATE NO. QUANTITY	ITEM	PRICES PER UNIT		AMOUNT
		DOLLARS	DOLLARS	
		AT		
		AT		
		AT		
		AT		
		AT		
		AT		
		AT		

* Show unit prices in figures only. Figures written to the right of unit price (indicated by the dollars column) shall be interpreted as cents.

FORM 328-008
REVISOR 3-81

Non-Collusion Declaration

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

Notice to All Bidders

To report bid rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll-free “hotline” Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the “hotline” to report such activities.

The “hotline” is part of the DOT’s continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

Certification for Federal-Aid Contracts

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

DOT Form 272-040
Revised 8/95



Washington State
Department of Transportation

Disadvantaged Business Enterprise Utilization Certification

To be eligible for award of this contract the bidder must fill out and submit, as part of his/her proposal, the following certification relating to Disadvantaged Business Enterprise (DBE) requirements. This certification shall be deemed a part of the resulting contract. Failure to fill out and submit this certification, the inclusion of a false certification, or insufficient projected use of DBEs, shall be considered as evidence that the proposal is non-responsive to the invitation to bid. Information on certified firms is available from DMWBE, phone (360) 753-9693.

_____ certifies that the following Disadvantaged Business Enterprise(s)
(DBE) have been contacted regarding participation on this project and, if it is the successful bidder on this project, it shall award subcontracts to or enter into supply agreements with the following DBEs as indicated: (if necessary, use additional sheet).

Name of DBE Certificate Number	Capacity * (Prime, Joint Venture, Subcontractor, Manufacturer, Regular Dealer, Service Provider)	Description of Work	Amount to be Applied Towards Goal **
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Disadvantaged Business Enterprise Subcontracting Goal: _____ DBE Total \$ _____ ***

* Regular Dealer status must be approved by the Office of Equal Opportunity, Wash. State Dept. of Transportation, on each contract.

** See the section "Counting DBE Participation Toward Meeting the Goal" in the Contract Document.

*** The Contracting Agency will utilize the above data to determine whether or not the bidder has met the goal or the average goal attainment of all bidders.

DOT Form 272-DBEA EF
Revised 12/97



Washington State
Department of Transportation

Region Ad and Award Contract Proposal - Continued

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

Receipt is hereby acknowledged of addendum(s) No.(s) _____, _____ & _____

Signature of Authorized Official(s)

Proposal Must be Signed

Firm Name

Address

State of Washington Contractor's License No. _____

Federal ID No. _____

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to section 1-02.6 of the standard specifications, re: "Preparation of Proposal," or "Article 4" of the Instruction to Bidders for building construction jobs.
- (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number on in your communication _____
- (4) WAC Rule 468-14-050 States: No bid deposit or performance bond shall be required but it shall be specified in the bidding proposal that each month the contractor may be required to submit paid invoices showing that disbursements have been made to laborers, materialmen, mechanics, and subcontractors due such persons from the previous progress payment. If such disbursements have not been made, the monthly progress payment shall be withheld pending receipt of the paid invoices.

DOT Form 272-0360 EF
Revised 12/97



Washington State
Department of Transportation

Proposal - Continued

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

A proposal guaranty in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities at the above prices and in the form as indicated below is attached hereto:

Cash	<input type="checkbox"/>	In the Amount of _____
Cashier's Check	<input type="checkbox"/>	_____ Dollars
Certified Check	<input type="checkbox"/>	(\$ _____) Payable to the State Treasurer
Proposal Bond	<input type="checkbox"/>	In the Amount of 5% of the Bid

Receipt is hereby acknowledged of addendum(s) No. (s) _____, _____ & _____

Signature of Authorized Official(s)

Proposal Must be Signed

Firm Name _____

Address _____

State of Washington Contractor's License No. _____

Federal ID No. _____

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to section 1-02.6 of the standard specifications, re: "Preparation of Proposal," or "Article 4" of the Instruction to Bidders for building construction jobs.
- (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number in your communication _____

DOT Form 272-0260 EF
Revised 12/97



**Washington State
Department of Transportation**

Subcontractor List

Prepared in Compliance with RCW 39.30.060 as amended.

To be Submitted with the Bid Proposal

Project Name _____

Failure to list subcontractors who are proposed to perform work equal to 10 percent or more of the bid price will result in your bid being nonresponsive and therefore void.

Subcontractor(s) that are proposed to perform work exceeding 10 percent of the bid price must be listed below. The work to be performed is to be listed below the subcontractor'(s) name.

If no subcontractor is listed below, the bidder acknowledges that it does not intend to use any subcontractor whose work on the project will exceed 10 percent of the bid price.

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

DOT Form 271-015
Revised 8/95

9:P:DP/A&A

Appendix 6

DEPARTMENT OF TRANSPORTATION _____, WASHINGTON 9XXXX

P R O P O S A L

FOR BIDDING PURPOSES

SR 5, MP 1171.30 TO MP 1176.90

OLDTOWN WAY TO N.E. 571ST

A STATE PROJECT

OLDE COUNTY

Sealed bids will be received in the Department of Transportation Bid (Commission) Room located on the first floor of the Transportation Building, 310 Maple Park Drive S.E., Olympia, Washington, until 10:00 a.m., or at P.O. Box 7667, Olympia, Washington, 98507 until 9:00 a.m., on the date scheduled for opening bids.

**DEPARTMENT OF TRANSPORTATION
_____, WASHINGTON 9XXXX**

PROPOSAL

FOR BIDDING PURPOSES

SR 5, MP 1171.30 TO MP 1176.90

OLDTOWN WAY TO N.E. 571ST

A STATE PROJECT

OLDE COUNTY

Sealed bids will be received at the reception desk in the foyer of the _____ Region Administration office building of the Washington State Department of Transportation, 721 Butler Street, Newtown, Washington, until 10:00 a.m. of the bid opening date, or at the Post Office Box 1709, Newtown, Washington 9XXXXX until 7:30 a.m., of the bid opening date.

**IS YOUR
SUBCONTRACTOR LIST
INCLUDED ? ? ?
IF NOT
YOUR BID WILL BE
CONSIDERED IRREGULAR
AND WILL BE REJECTED !!!**



Washington State
Department of Transportation

Proposal Bond

KNOW ALL MEN BY THESE PRESENTS, That we,

of _____ as principal, and the

a corporation duly organized under the laws of the state of _____, and authorized to do business in the State of Washington, as surety, are held and firmly bound unto the State of Washington in the full and penal sum of five (5) percent of the total amount of the bid proposal of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following highway construction, to wit:

said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by the Department of Transportation within a period of twenty (20) days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be signed and sealed this _____ day of _____, 19 ____.

(Principal)

(Surety)

(Attorney-in-fact)

DOT Form 272-001 EF
Revised 12/97



PROPOSAL

To the Secretary of Transportation
Olympia, Washington 98504

Dear Sir:

This certifies that the undersigned has examined the location of

and that the plans, specifications and contract governing the work embraced in this improvement, and the method by which payment will be made for said work, is understood. The undersigned hereby proposes to undertake and complete the work embraced in this improvement, or as much thereof as can be completed with the money available, in accordance with the said plans, specifications and contract, and the following schedule of rates and prices:

(NOTE: Unit prices for all items, all extensions, and total amount of bid, shall be shown.)

ITEM NO.	APPROXIMATE QUANTITY	ITEM	PRICE PER UNIT	AMOUNT
			DOLLARS	DOLLARS
			AT	
			AT	
			AT	
			AT	
			AT	
			AT	

* Show unit prices in figures only. Figures written to the right of the dot (decimal) in the dollars column shall be interpreted as cents.

DOT FORM 272-034
REVISED 6/84



Washington State
Department of Transportation

Minority Business Enterprise and Women's Business Enterprise Utilization Certification

To be eligible for award of this contract the bidder must fill out and submit, as part of his/her proposal, the following certification relating to Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) requirements. This certification shall be deemed a part of the resulting contract. Failure to fill out and submit this certification, the inclusion of a false certification, or insufficient projected use of MBEs and/or WBEs, shall be considered as evidence that the proposal is non-responsive to the invitation to bid. Information on certified firms is available from OMWBE, phone (360) 753-9693.

_____ certifies that the following Minority Business Enterprise(s) (MBE)
Name of Bidder

and Women's Business Enterprise(s) (WBE) have been contacted regarding participation on this project and, if it is the successful bidder on this project, it shall award subcontracts to or enter into supply agreements with the following MBEs or WBEs as indicated (if necessary, use additional sheet).

Name of MBE / WBE Certificate Number	MBE or WBE	Capacity * (Prime, Joint Venture, Subcontractor, Manufacturer, Regular Dealer, Service Provider)	Description of Work	Amount to be Applied Towards Goal **
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Minority Business Enterprise Subcontracting Goal: _____ MBE Total \$ _____ ***

Women's Business Enterprise Subcontracting Goal: _____ WBE Total \$ _____ ***

* Regular Dealer status must be approved by the Office of Equal Opportunity, Wash. State Dept. of Transportation, on each contract.

** See the section "Counting MBE / WBE Participation Toward Meeting the Goal" in the Contract Document.

*** The Contracting Agency will utilize the above data to determine whether or not the bidder has met the goal or the average goal attainment of all bidders.

DOT Form 272-095 EF
Revised 12/97



Washington State
Department of Transportation

Region Ad and Award Contract Proposal - Continued

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

Receipt is hereby acknowledged of addendum(s) No.(s) _____, _____ & _____

Signature of Authorized Official(s)

Proposal Must be Signed

Firm Name

Address

State of Washington Contractor's License No. _____

Federal ID No. _____

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to section 1-02.6 of the standard specifications, re: "Preparation of Proposal," or "Article 4" of the Instruction to Bidders for building construction jobs.
- (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number on in your communication _____
- (4) WAC Rule 468-14-050 States: No bid deposit or performance bond shall be required but it shall be specified in the bidding proposal that each month the contractor may be required to submit paid invoices showing that disbursements have been made to laborers, materialmen, mechanics, and subcontractors due such persons from the previous progress payment. If such disbursements have not been made, the monthly progress payment shall be withheld pending receipt of the paid invoices.

DOT Form 272-0360 EF
Revised 12/97



Washington State
Department of Transportation

Proposal - Continued

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

A proposal guaranty in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities at the above prices and in the form as indicated below is attached hereto:

Cash	<input type="checkbox"/>	In the Amount of _____
Cashier's Check	<input type="checkbox"/>	_____ Dollars
Certified Check	<input type="checkbox"/>	(\$ _____) Payable to the State Treasurer
Proposal Bond	<input type="checkbox"/>	In the Amount of 5% of the Bid

Receipt is hereby acknowledged of addendum(s) No.(s) _____, _____ & _____

Signature of Authorized Official(s)

Proposal Must be Signed →

Firm Name

Address

State of Washington Contractor's License No. _____

Federal ID No. _____

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to section 1-02.6 of the standard specifications, re: "Preparation of Proposal," or "Article 4" of the Instruction to Bidders for building construction jobs.
- (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number in your communication _____

DOT Form 272-036D EF
Revised 12/97



**Washington State
Department of Transportation**

Subcontractor List

Prepared in Compliance with RCW 39.30.060 as amended.

To be Submitted with the Bid Proposal

Project Name _____

Failure to list subcontractors who are proposed to perform work equal to 10 percent or more of the bid price will result in your bid being nonresponsive and therefore void.

Subcontractor(s) that are proposed to perform work exceeding 10 percent of the bid price must be listed below. The work to be performed is to be listed below the subcontractor's name.

If no subcontractor is listed below, the bidder acknowledges that it does not intend to use any subcontractor whose work on the project will exceed 10 percent of the bid price.

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

Subcontractor Name _____

Work to be Performed _____

DOT Form 271-015
Revised 8/95

10:P:DP/A&A

Appendix 7

Guidelines for Justification of Award/Rejection of Bids Exceeding Engineer's Estimate by 10 Percent or \$50,000

I. Procedures

A. Contact appropriate WSDOT Office for comments.

1. Verify estimated quantities for possible over/under runs.
2. Review plans and specifications for changes that may significantly reduce the cost.
3. Can project be combined with other work that may produce a better bid?
4. Is estimate low or are bid prices too high?
5. Special circumstances or conditions that may have impacted bid prices.

B. Determine if there was adequate competition.

1. Number of Proposal holders?
2. Number of bidders?
 - a. Competition is normally considered adequate when:

Number of Bids was	Low bid does not exceed
3 or more	110 percent of Engineer's Estimate
4 or more	115 percent of Engineer's Estimate
5 or more	120 percent of Engineer's Estimate
 - b. These guidelines may not be appropriate for some specialized contracts and other factors should be considered.
3. Was an attempt made to attract additional bidders (OSC Prequal)?
4. Survey proposal holders who did not bid for reasons they chose not to.

C. Document impact if project is delayed to readvertise.

1. Is there a significant negative impact?
2. Need for early completion of work?
3. Ability to complete work within current construction season?
4. Potential for loss of construction season?
5. Risk involved (potential damage) if project is delayed?
6. Time of year project is advertised?
7. Is there an impact on funding?
8. Cost associated with readvertising?

- D. Funding Confirmation
 - 1. Prepare revised estimated total cost for project.
 - 2. OSC Program Management authorization for funds available for revised estimate. (Example A)
- E. Prepare spreadsheet showing items contributing the major overage. Include the following for each of the three low bidders: (Example B)
 - 1. Include item description
 - 2. Quantity
 - 3. Engineer's estimate
 - 4. Unit price
 - 5. Extended price
 - 6. Three low bidders
 - 7. Difference estimate/low bid
 - 8. Average bid prices for all bidders
 - 9. Median bid prices
- II. Region prepares memorandum for Awarding Authority's Concurrence.
cc: Assistant Secretary Field Operations (Example C)
 - A. Letter should include the following:
 - 1. Contract Name
 - 2. Funding Source
 - 3. Contract Number
 - 4. Project Description
 - 5. Engineer's Estimate
 - 6. Number of Bidders
 - 7. Range of Bids
 - 8. Low bid amount and percentage over/under Estimate
 - 9. Revised Estimated Total Cost of Project
 - 10. Funds Available (Approved by OSC Program Management)
 - 11. Attach overage to estimate spreadsheet
 - 12. Reasons for recommending Award/Rejection

Appendix 8

Instructions for Execution of Contracts



**Washington State
Department of Transportation**

Please read the Following Instructions The Contracts and Bonds for the State Highway Work Execution by Contractor

Dates

1. The date on page one of the contract is the date of execution by the State and MUST NOT be filled in by the contractor.
2. The date on page one of the bond should agree with the date when signed by the contractor as shown on page two of the contract.

Signing

1. The CONTRACTOR must sign all copies of the contract and the bond in the place provided on the signature page.
2. If the Contractor is a COPARTNERSHIP, all members of the copartnership must sign unless Power of Attorney is on file with the Department authorizing one or more partners to sign for the copartnership. All copies must be signed.
3. If the Contractor is a CORPORATION, the Corporation name must be added to all copies, and the president and the secretary must sign with their titles on all copies below the corporation name. If one officer of the corporation is authorized to execute contracts and bonds for the corporation, a certified copy of the minutes of the corporation giving such authority must be forwarded to the Secretary of Transportation.
4. If the contractor is a COMPANY operating as a sole trader, the company name must be shown and all copies signed by the Sole Trader.

Certificates

1. If the Contractor is a corporation existing under the laws of a State other than the State of Washington the corporation must file the necessary papers with the Secretary of State at Olympia, authorizing such corporation to do business in the State of Washington. (Call 360-753-7115, ask for Corporate Division.) A filing is required.
2. It is necessary at this time to provide ACORD Form certificates of insurance evidencing the minimum insurance coverages required under Section 1-07.18 of the Standard Specifications (as amended July 1995), which includes (unless otherwise specified: a) project specific Owners and Contractors Protective insurance with liability limits of \$1million per occurrence/aggregate (on Insurance Services Office [ISO] form GC0009) to include ISO's WSDOT Amendatory Endorsement No. CG2908 or another form providing identical coverage; b) Commercial General Liability Insurance (on ISO Form GC0001 or its equivalent) with minimum limits of \$1 million per occurrence/\$2 million aggregate (products and completed operations coverage to be provided for one year following final acceptance of the work); and c) Commercial Automobile Liability insurance* (owned and non-owned vehicles used in the project) with a combined single limit not less than \$1 million each occurrence. These must be returned with the contract and bond. [*Indicates the State to be additional insured.]

Signing

1. All copies of the bond must be executed by the surety in the place provided on the signature page, including ratification date.
2. The Power of Attorney for the signature of the attorney-in-fact for the surety must be included with the bond. This regulation must be complied with.
3. The bond must be executed by an attorney-in-fact and countersigned by a licensed agent of the surety.
4. The Corporate Seal of the surety must appear on all copies of the bond.

RETURN

The Contract Bond and Certificate of Insurance must be furnished to the Secretary of Transportation, Olympia, Washington, no later than twenty (20) days after the date of award. *If for any reason these documents cannot be or are not delivered to the Secretary of Transportation in Olympia, Washington within twenty (20) days after the date of award, a formal request, stating the reasons for delay must be made to the Chief Construction Engineer for an extension of time, which cannot exceed an additional twenty (20) days, otherwise the bid proposal deposit or bond is subject to forfeiture.*

DOT Form 134-051
Revised 1/97

CONTRACT EXECUTION INSTRUCTIONS

Please read the following instructions covering requirements for the signature execution, by the Contractor, of Contracts and Contract Bonds, and Acord Form Certificate of Insurance needs for State Highway Projects.

SIGNATURE DATES: 1. The date on page one of the contract is the date of execution by the State and **MUST NOT** be filled in by the contractor. 2. The date on page one of the contract bond should agree with the date when signed by the contractor as shown on page two of the contract.

SIGNING: 1. The **CONTRACTOR** must sign (and date) all copies of the contract and the contract bond in the place provided on the signature page. a) If the contractor is a **COPARTNERSHIP**, all members of the co-partnership must sign unless a Power of Attorney is on file with the Department authorizing one or more partners to sign for the co-partnership. All copies must be signed. b) If the contractor is a **CORPORATION**, the corporation name must be added to all copies, and the president and the secretary must sign with their titles on all copies below the corporation name. If one office of the corporation is authorized to execute contracts and contract bonds for the corporation, a certified copy of the minutes of the corporation giving such authority must be forwarded to the Secretary of Transportation. c) If the contractor is a **COMPANY** operating as a sole trader, the company name must be shown and all copies signed by the sole trader. 2. All copies of the contract bond must be executed by the surety in the place provided on the signature page, including ratification date. 3. The Power of Attorney for the signature of the attorney-in-fact for the surety must be included with the contract bond. This regulation must be complied with. 4. The contract bond must be executed by an attorney-in-fact and countersigned by a licensed agent of the surety. 5. The Corporate Seal of the surety must appear on all copies of the contract bond.

CERTIFICATES OF INSURANCE: 1. If the contractor is a corporation existing under the laws of a State other than the State of Washington the corporation **MUST FILE** the necessary papers with the Secretary of State at Olympia, authorizing such corporation to do business in the State of Washington. (Call 360-753-7115, ask for Corporate Division.) 2. It is necessary at this time to provide **ACORD Form Certificates of Insurance** evidencing the minimum insurance coverages required under Section 1-07.18 of the 1996 Standard Specifications, which includes (unless otherwise specified): a) Project specific Owners and Contractors Protective Insurance with liability limits of \$1 million per occurrence \ aggregate (on Insurance Services Office [ISO] Form CG0009) to include ISO's WSDOT Amendatory Endorsement No. CG2908 or another form providing identical coverage; b) Commercial General Liability Insurance (on ISO Form CG0001 or its equivalent) with minimum limits of \$1 million per occurrence / \$2 million aggregate (products and completed operations coverage to be provided for one year following final acceptance of the work); c) Commercial Automobile Liability Insurance (owned and non-owned vehicles used in the project) with a combined single limit not less than \$1 million each occurrence, with the State named as an additional insured.

NOTICE OF MAILING ADDRESS: Complete, sign and return to the address below.

RETURN ALL DOCUMENTS: The Contract, Contract Bond, Certificates of Insurance and other Insurance documentation, and the Notice of Mailing Address **must be returned no later than twenty (20) calendar days** after the date of award. If for any reason these documents cannot be or are not delivered, in the enclosed envelope, to the Department of Transportation, at the address below, by this deadline: A formal written request, stating the reasons for delay must be made to the Northwest Regional Administrator for an extension of time, which cannot exceed an additional twenty (20) calendar days, otherwise the bid proposal deposit or bond is subject to forfeiture.

Return the signed, dated and notarized documents to the address below:

Washington State Department of Transportation
15700 Dayton Avenue North
P. O. Box 330310
Seattle, WA 98133-9710
Attn: Frank H. Cook, MS 129, Purchasing



Washington State
Department of Transportation

Notice of Mailing Address

In re: Contract No. _____

Project Title: _____

Please complete this notice of mailing address and return, accompanied by the executed copies of the Contract and Bond documents to:

Department of Transportation
Contract Payment Section
P.O. Box 47420
Olympia, WA 98504-7420

Mail Correspondence To:

Phone: _____

Forward Payments To: (Indicate address of recipient and method of delivery, e.g., Bank Messenger Service, Federal Express, or Ordinary Mail At Your Own Risk) **or** pick up warrant at Department of Transportation by Contractor's Representative having proper I.D. and Letter of Authority signed by the Principal. If you elect to use Federal Express please provide your account No.

Federal Employer I.D. Number (IRS): _____

Industrial Insurance Account Number: _____

Excise Tax Registration Number: _____

If you wish to exercise the option to submit a retainage bond as provided for in RCW 60.28, please indicate by checking the following box and a retainage bond will be forwarded to your firm for execution. ☐

If you wish to exercise the option to have your retained percentage placed in escrow as provided for in RCW 60.28, please indicate the name and address of the bank or trust company in the space below:

☐ I do not wish to exercise either option.

Bank Phone: _____

(Contractor)

DOT 134-049
Revised 9/92

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WASHINGTON CHANGES - DEPARTMENT OF TRANSPORTATION PROJECTS

This endorsement modifies insurance provided under the following:

OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE PART

A. Paragraph 1.b of SECTION I - COVERAGES is replaced by the following:

b. This insurance applies to "bodily injury" and "property damages" only if:

(1) The "bodily injury" or "property damage" is caused by and "occurrence" and arises out of:

(a) Operations performed for you by the "contractor" in connection with the construction project specified in the Declarations; or

(b) Your acts or omissions in connection with such operations for the construction project specified in the Declarations performed for you by the "contractor"; and

(2) The "bodily injury" or "property damage" occurs during the policy period.

B. Paragraph c. of paragraph 2. Exclusions of SECTION I - COVERAGES is replaced by the following:

This insurance does not apply to:

c. Work completed or Put To Intended Use.

"Bodily injury" or "property damage" which occurs after the earlier of the following times:

(1) The thirtieth day after all "work" on the construction project specified in the Declarations to be performed for you by the "contractor" at the site of the covered operations has been completed; or

(2) The thirtieth day after that portion of the "contractor's" "work", out of which the injury or damage arises, has been accepted by and put to its intended use by the Department of Transportation of Washington.

C. Paragraph d., Acts Or Omissions By You and Your Employees, of paragraph 2, under Exclusions of SECTION I - COVERAGES does not apply.

D. The following exclusion is newly added to paragraph 2. under Exclusion of SECTION I - COVERAGES:

This insurance does not apply to:

1. Professional Services Performed by the Insured

"Bodily injury" or "property damage" arising out of professional services of an architect, engineer or surveyor performed by or for the insured in the preparation of maps, plans, opinions, reports, surveys, designs or specifications, except signs, barricades, and other traffic control devices.

E. SECTION II - WHO IS AN INSURED is replaced by the following:

The state of Washington and its officers and employees while acting within the scope of their duties in connection with the construction project specified in the Declarations, are insured.

F. The definition of "contractor" under SECTION V - DEFINITION is replaced by the following:

"Contractor" means the contractor designated in the Declarations including any subcontractors of any tier performing operations for such contractor and any suppliers of equipment or materials for the contraction project specified in the Declarations.



Washington State
Department of Transportation

Contract

THIS AGREEMENT, made and entered into this day of , 19 ,
between the STATE OF WASHINGTON, acting through the Washington State Department of
Transportation, and the Secretary of Transportation under and by virtue of Title 47 RCW, as
amended and

hereinafter called the Contractor.

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a
part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials, and equipment for:

in accordance with and as described in the attached plans and specifications, and the
standard specifications of the Washington State Department of Transportation which are by this
reference incorporated herein and made part hereof and, shall perform any changes in the work in
accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any
sort whatsoever that may be required for the transfer of materials and for constructing and
completing the work provided for in these Contract Documents except those items mentioned
therein to be furnished by the State of Washington.

II. The State of Washington hereby promises and agrees with the Contractor to employ,
and does employ the Contractor to provide the materials and to do and cause to be done the above
described work and to complete and finish the same in accord with the attached plans and
specifications and the terms and conditions herein contained and hereby contracts to pay for the
same according to the attached specifications and the schedule of unit or itemized prices at the time
and in the manner and upon the conditions provided for in this contract.

Contract
Hwy. Const.

DOT Form 272-006 EF
Revised 12/97

III. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, and assigns, does hereby agree to full performance of all covenants required of the Contractor in the contract.

IV. It is further provided that no liability shall attach to the State by reason of entering into this contract, except as provided herein.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Secretary of Transportation has caused this instrument to be executed by and in the name of the said State of Washington and the Washington State Department of Transportation the day and year first above written.

Executed by the Contractor _____, 19 ____.

 (Contractor)

Washington State Department of Transportation
 Secretary of Transportation

By: _____

Date: _____, 19 ____

Contract
 Hwy. Const.
 DOT Form 272-006 EF
 Revised 12/97



Washington State
Department of Transportation

Contract

THIS AGREEMENT, made and entered into this day of , 19 ,
between the STATE OF WASHINGTON, acting through the Washington State Department of
Transportation, and the Secretary of Transportation under and by virtue of Title 39 RCW, as
amended and

hereinafter called the Contractor.

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a
part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials, and equipment for:

in accordance with and as described in the attached Contract Drawings and Project Manual,
which are by this reference incorporated herein and made a part hereof, and as directed shall
perform any changes in the work in accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any
sort whatsoever that may be required for the transfer of materials and for constructing and
completing the work provided for in these Contract Documents except those items mentioned
therein to be furnished by the State of Washington.

II. The State of Washington hereby promises and agrees with the Contractor to employ,
and does employ the Contractor to provide the materials and to do and cause to be done the above
described work and to complete and finish the same in accord with the attached Contract Drawings
and Project Manual and the terms and conditions herein contained and hereby contracts to pay for
the same according to the attached Schedule of Values and Contracts Sum at the time and in the
manner and upon the conditions provided for in this contract.

Contract
Bldg. Const.

DOT Form 272-003 EF
Revised 12/97

III. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, and assigns, does hereby agree to full performance of all covenants required of the Contractor in the contract.

IV. It is further provided that no liability shall attach to the State by reason of entering into this contract, except as provided herein.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Secretary of Transportation has caused this instrument to be executed by and in the name of the said State of Washington and the Washington State Department of Transportation the day and year first above written.

Executed by the Contractor _____, 19 ____.

(Contractor)

Washington State Department of Transportation

Secretary of Transportation

By: _____

Date: _____, 19 ____

Contract
Bldg. Const.

DOT Form 272-008 EF
Revised 12/97



Washington State
Department of Transportation

Contract Bond - Highway Construction

KNOW ALL MEN BY THESE PRESENTS, That

of _____, as Principal, and
as Surety, are jointly and severally held and bound unto the State of Washington, in the penal sum of

Dollars (\$ _____), the payment of which we jointly and severally bind ourselves,
our heirs, executors, administrators, and assigns, and successors and assigns, firmly by these presents.

The CONDITION of this bond is such that WHEREAS, on the
day of _____ A.D., 19____, the said
Principal, herein, executed a certain contract with the State of Washington, by the terms, conditions, and
provisions of which contract the said
Principal, herein, agree to furnish all material and do certain work, to wit: That
_____, will undertake and complete the construction of

according to the maps, plans and specifications made a part of said contract, which contract as so
executed, is hereunto attached, is now referred to and by reference is incorporated herein and made a
part hereof as fully for all purposes as if here set forth at length. This bond shall cover all approved
change orders as if they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the
terms, conditions, and provisions of said contract in all respects and shall well and truly and fully do and
perform all matters and things by them undertaken to be performed under said contract, upon the terms
proposed therein, and within the time prescribed therein, and until the same is accepted, and shall pay all
laborers, mechanics, subcontractors, and material men, and all persons who shall supply such contractor
or subcontractor with provisions and supplies for the carrying on of such work, and shall in all respects,
faithfully perform said contract according to law, then this obligation to be void, otherwise to remain in
full force and effect.

Contract Bond
Hwy. Const.

DOT Form 272-002 EF
Revised 12/97

WITNESS our hands this _____ day of _____, 19 _____

 (Principal)

 (Attorney-in-fact, Surety)

 Name and Address Local Office of Agent

APPROVED:

Washington State Department of Transportation
 Secretary of Transportation

By: _____

Date: _____, 19 _____

Surety Bond No.

WSDOT Contract No.

Contract Bond
 Hwy. Const.

DOT Form 272-002 EF
 Revised 12/97



Washington State
Department of Transportation

Contract Bond

KNOW ALL MEN BY THESE PRESENTS, That

of _____, as Principal, and
as Surety, are jointly and severally held and bound unto the State of Washington, in the penal sum of

Dollars (\$ _____), for payment of which we jointly and severally bind ourselves,
our heirs, executors, administrators, and assigns, and successors and assigns, firmly by these presents.

The CONDITION of this bond is such that WHEREAS, on the
day of _____ A.D., 19 _____, the said

Principal, herein, executed a certain contract with the State of Washington, by the terms, conditions, and
provisions of which contract the said

Principal, herein, agree to furnish all material and do certain work, to wit: That
_____ will undertake and complete the construction of

according to the Contract Documents made a part of said contract, which contract as so executed, is
hereunto attached, is now referred to and by reference is incorporated herein and made a part hereof as
fully for all purposes as if here set forth at length. This bond shall cover all approved change orders as if
they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the
terms, conditions, and provisions of said contract in all respects and shall well and truly and fully do and
perform all matters and things by them undertaken to be performed under said contract, upon the terms
proposed therein, and within the time prescribed therein, and until the same is accepted, and shall pay all
laborers, mechanics, subcontractors, and material men, and all persons who shall supply such contractor
or subcontractor with provisions and supplies for the carrying on of such work, and shall in all respects,
faithfully perform said contract according to law, and shall further indemnify, save harmless and
reimburse said State of Washington from and for any defect or defects in any of the workmanship or
materials entering into any part of the work of the contractor performed pursuant to this contract, which
shall develop or be discovered within one year after the final acceptance of said contract, then this
obligation to be void, otherwise to remain in full force and effect, provided, the liability hereunder for
defects in materials or workmanship for a period of one year after the acceptance of the work shall not
exceed the sum of ten percent (10%) of the amount hereinabove set forth as the penal sum of this Bond.

Contract Bond
Bldg. Const.
DOT Form 272-003 EF

WITNESS our hands this _____ day of _____, 19 _____

 (Principal)

 (Attorney-in-fact, Surety)

 Name and Address Local Office of Agent

APPROVED:

Washington State Department of Transportation

Secretary of Transportation

By: _____

Date: _____, 19 _____

Surety Bond No.

WSDOT Contract No.

Contract Bond
 Bldg. Const.

DOT Form 272-003 EF
 Revised 12/87

12:P:DP/A&A

Appendix 9

Date :

TO: Federal Highway Administration
Interstate and Program Support Branch (HNG-13)
400 Seventh St. SW
Washington, DC 20590

FROM: Washington State Department of Transportation
Olympia WA 98504-7360

SUBJECT: Submission of Bid Tabulation Data

Attached is the following data for the recently awarded federal aid highway construction project:

State Washington FIPS County Code(s)

Federal aid Project #(S)

Contractor's Name

Contractor's City/State

Low Bid Amount _____ Award Date (M/D/Y)

Sales Tax Rate _____ %

2nd Low Bid Amount \$ _____ 3rd Low Bid Amount \$ _____

Number of Bidders _____ Engineer's Estimate \$ _____

Project Length _____ Miles/Kilometers _____ (Indicate which and report to nearest 0.1)

FMIS Predominant Type Code(s)

Estimate Completion Date (Mo/Yr)

Is contract a joint venture (Yes/No)

If yes, list name/city/state of other contractor(s): _____

FHWA Division Contact Person: Chuck Chappell (360) 753-9555
Form FHWA-45 is/ is not attached

All federal aid contracts for new and reconstruction projects on the National Highway System (NHS) (including the Interstate System) are to be reported regardless of size or type of federal aid funding. Projects off the NHS are not to be reported. When several projects are combined into a single contract, all data should be combined and reported on a single transmittal sheet. Please direct questions to the Interstate and Program Support Branch (HNG-13), telephone (202) 366-4636.

13:P:DP/A&A

Appendix 10A



**Washington State
Department of Transportation**

Memorandum

Date: Current Date

From: (PE/Designer)

Phone: (#)

Subject

SR() and L(#) Pin No. ()
Project Title
MP() to MP ()
F.A. No. or State Project

To: Charles Wilson
MS: 7314

Please provide the (DBE and Training) MBE/WBE goals for this project.

This project will be constructed using (Federal Aid and) State Funds.

The estimate for this project is in the EBASE database in the file named (type the job number).
Please access the data base to obtain the estimate for this project.

(For the description of work use the filled-in GSP "DESCRIPTION OF WORK" as it appears in the project specifications.)

Please provide us with the DBE goals and Training you would like to see in the project.

The number of working days allowed for this project is (#).

This project has a proposed ad date of (month day year).

The goal information is needed by this office no later than (This date is the Thursday prior to the Ad-Ready PS&E submittal to the Region Plans Office).

If you have any questions please call (designer) or (PE.) @ phone number.

Appendix 10B



Washington State
Department of Transportation

Memorandum

Date: Current Date

From: S. Zeller/R. Dubigk

Phone: (360) 357-2680

Subject: Advertisement Notice
SR and MP L#
Project Name
F.A. No. or State Project
OSC Ad & Award

To: K. Walker
7360

In accordance with M 27-02 we request you place the subject project on ad **(date project is to go on ad.)**

Performance and bid bonds will be required on this project.

There are **(DBE/MWBE)** Goals at **(amount of goals for project)** and **(amount of training goals)** Training Goals.

We are requesting a **(# of weeks on ad)** with OSC Ad/Award doing the advertising.

The improvement for which the bids will be received follows:

SR # and MP
Project Name
F.A. No. or State Project
PS&E #
OL #
Class of Work and dollar amount of project
of Working days
of items in project

This contract provides for the improvement of **(SR # & MP)**, **(Project Name)**, **(County)**, by clearing and grubbing, grading, draining, paving with asphalt concrete pavement, erosion control, signal detection system modification, guide posts, pavement marking, permanent signing, and other work.

Design / Construction PEO: McDaniel/McDaniel

The PE office is requesting an **EVEN/ODD** contract number.

If you have any questions or need additional information, please call **(Reviewers Name)** at **(Phone #)**.

Appendix 10C

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
OLYMPIA, WASHINGTON 98504-7360**

(Current Date)

Please Deliver this message to:

Fax No. ()

Attention: Estimator

SR #
Project Name
PS&E #

ADDENDUM NO. 1

ATTENTION: Proposal Holders

Please acknowledge receipt of the following addendum by having this sheet **signed** by your estimator, proposal signer, or other person in authority, and **return** by FAX to, WSDOT, Olympia Service Center, Olympia, WA, FAX No. (360) 705-6810.

Including this cover sheet there are 2 pages.

_____	_____
Signature	Title

PS&E #

Appendix 10D

Award Date

Principal who signed Proposal
Company Name
Address
City, State, Zip + four

Contract No. SR No.
PROJECT NAME
A State Project

Dear (Principal):

This will advise you that the contract for the above referenced project has been awarded to your firm at your bid price of \$

The contractor agrees to take all necessary and reasonable steps in accordance with chapter 120, Laws of 1983 to ensure that Minority or Women's Business Enterprises as defined in the specifications for this contract have the maximum opportunity to participate in the performance of this contract. In this regard, the contractor shall take all necessary and reasonable steps to ensure Minority and Women's Business Enterprises have the maximum opportunity to participate in this contract.

The award of this contract was made with the understanding that the firms listed on the MWBE Utilization Certification will be performing the dollar value of work as indicated, and that a breakout by bid item of the work to be performed by each MBE and/or WBE subcontractor will be provided prior to submitting the signed contract for execution. The bid item breakout is to be submitted to: WSDOT, Contract Ad and Award, PO Box 47360, Olympia WA 98504-7360 FAX (360) 705 6810.

The breakout information shall include the following:

- Correct business name, Federal Employer Identification Number, and Mailing address of all MBE and/or WBE firms listed. (If the firm does not have this ID Number, please supply the Social Security Number of the business owner.)

Appendices

- List all bid items assigned to each MBE and/or WBE firm, including unit prices and extensions, indicating any anticipated sharing of resources (e.g., equipment, employees, etc.).
- Partial items — specify the distinct elements of work to be performed by the MBE and/or WBE firms and provide a complete description of these items.
- Total amounts for each MBE and/or WBE shall not be less than the amount shown on the Utilization Certification.

The contract will be forwarded to you under separate cover. The contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return these documents within 20 calendar days after the date of award.

Sincerely,

JOHN F. CONRAD
Assistant Secretary for
Field Operations Support

By: DENNIS C. JACKSON, P.E.
State Construction Engineer

DCJ:dlr
Enclosure

cc: Contractors Name
Materials Office
Regional Admin.
R. Mattila (if NW project)
External Civil Rights



**Washington State
Department of Transportation**

Memorandum

Date: Current Date

From: Charles Wilson

Phone: 705-7084

Subject: Contract #
SR #
Project Name
County
Region
State Project

To: Denny Jackson/Ken Walker

The External Civil Rights Branch has reviewed the MWBE Utilization Certification for the project submitted by apparent low bidder **(Contractors Name)**.

MWBE FIRMS

List Firms and dollar amounts

Total \$(dollar amount)

MBE GOAL - (dollar amount)

WBE GOAL - (dollar amount)

ATTAINMENT - (dollar amount)

This project is cleared for award as far as MWBE issues are concerned.

Appendix 10E

Award Date

Principal Who Signed Proposal
Company Name
Address
City, State, Zip Code

Contract No. SR No.
PROJECT NAME
F.A. No.

Dear (Principal) :

This will advise you that the contract for the above referenced project has been awarded to your firm at your bid price of \$

The contractor agrees to take all necessary and responsible steps in accordance with 49 CFR, part 23 to ensure that Disadvantaged Business Enterprises, as defined in the specifications for this contract, have the maximum opportunity to participate in the performance of this contract.

The award of this contract was made with the understanding that the firms listed on the DBE Utilization Certification will be performing the dollar value of work as indicated, and that a breakout by bid item of the work to be performed by each DBE subcontractor will be provided prior to submitting the signed contract for execution. The bid item breakout is to be provided to: Contract Ad and Award, PO Box 47360, Olympia WA 98504-7360. FAX (360) 705-6810

The breakout information shall include the following:

- Correct business name, Federal Employer Identification Number, and mailing address of all DBE firms listed. (If the firm does not have this ID number, please supply the Social Security Number of the business owner).
- List of all bid items assigned to each DBE firm, including unit prices and extensions, indicating any anticipated sharing of resources (e.g., equipment, employees, etc.).

Principles Name

Award Date

Pg. 2

- Partial items — specify the distinct elements of work to be performed by the MBE and/or WBE firms and provide a complete description of these items.
- Total amounts for each MBE and/or WBE shall not be less than the amount shown on the Utilization Certification.

The contract will be forwarded to you under separate cover. The contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return these documents within 20 calendar days after the date of award.

Sincerely,

JOHN F. CONRAD
Assistant Secretary for
Field Operations Support

By: DENNIS C. JACKSON, P.E.
State Construction Engineer

DCJ:
Enclosure

cc: Contractors Name
Materials Office
Regional Admin.
R. Mattila (if NW region M/DBE)
External Civil Rights



Washington State
Department of Transportation

Memorandum

Date: Current Date

From: Charles Wilson

Phone: 705-7084

Subject: Contract #
SR #
Project Name
County
Region
F.A. No.

To: Denny Jackson/Ken Walker

The External Civil Rights Branch has reviewed the DBE Utilization Certification for the project submitted by apparent low bidder **(Contractors Name)**.

DBE FIRMS

List Firms and dollar amounts

Total

\$ (dollar amount)

DBE GOAL - (% of goal)

**ATTAINMENT - (Dollar amount
submitted by contractor)**

This project is cleared for award as far as DBE issues are concerned.

Appendix 10F

August 22, 1997

Company Principal who signed Proposal
Company Name
Address
City, State, Zip

Contract No.
SR No. and MP
PROJECT NAME
F.A. No. or State Project

Dear (Company Principal's Name):

This will advise that the contract for the above referenced project has been awarded to your firm at the bid price of \$ Contract Bid Amount.

The contract will be forwarded at an early date. This contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return within 20 calendar days after the date of award.

Sincerely,

JOHN F. CONRAD
Assistant Secretary for
Field Operations Support

By: THOMAS L. NELSON, P.E.
Chief Construction Engineer

TLN:

cc: Regional Admin.
Materials Office

Appendix 10G

Award Date

Principal Who Signed Proposal
Company Name
Address
City, State, Zip Code

Contract No. SR No.
PROJECT NAME
F.A. No.

Dear :

This will advise you that the contract for the above referenced project has been awarded to your firm at your bid price of \$.

The contractor agrees to take all necessary and responsible steps in accordance with Chapter 120, Laws of 1983 to ensure that Minority and Women's Business Enterprises, as defined in the specifications for this contract, have the maximum opportunity to participate in the performance of this contract.

The requirements of Chapter 120, Laws of 1983, have been satisfied as your firm has attained the goal established for Minority and Women's Business Enterprises as set forth in the specifications of this contract, by virtue of the fact that it has been certified as a Minority and/or Women's Business.

MBE Goal = \$

MBE Attainment = \$

WBE Goal = \$

WBE Attainment = \$

Appendices

Principal
Award Date
Page 2

The contract will be forwarded to you under separate cover. The contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return these documents within 20 calendar days after the date of award.

Sincerely,

JOHN F. CONRAD
Assistant Secretary for
Field Operations Support

By: THOMAS L. NELSON, P.E.
Chief Construction Engineer

TLN:
Enclosure

cc: Contractors Name
Materials Office
Regional Admin.
R. Mattila (if NW Region only)
External Civil Rights

Appendix 10H

June 25, 1998

Company Name
Address
City State Zip Code

Contract No. #
SR # MP 4.99 to MP 6.26
Project Name
F.A. No. NH-0109(008)

Principal:

We are returning herewith the Proposal Bond which accompanied your bid for the above referenced project.

Very truly yours,

KEN WALKER
Office Manager
Contract Ad & Award Branch

KW: ekg
Enclosure

cc: R.A.

Appendices

Appendix 10I

June 25, 1998

Company Name
Address
City State Zip Code

Contract No. XXXXXX
SR # MP 4.99 to MP 6.26
Project Name
F.A. No. NH-0109(008)

Principal:

We are returning herewith the Proposal Bond which accompanied your bid for improvement of the above referenced project.

This bond was held until the successful bidder furnished a satisfactory performance bond and executed the contract.

Very truly yours,

KEN WALKER
Office Manager
Contract Ad & Award Branch

KW: ekg
Enclosure

